



# Office of the City Clerk

Weekly Report – for Week Ending December 8, 2017

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### Elections

The Faith-Based Outreach Initiative was kicked off this month and staff has reached out to individual religious institutions to coordinate voter registration events and presentations. On December 3 staff gave a presentation at the First Southern Baptist Church in Sylmar in CD 7 and provided both a presentation and tabling event at First Holly Mount Zion Baptist Church in CD 9.

Outreach to teenagers continues. Staff participated in two events this week; a tabling event on December 3 at a Youth Empowerment Conference hosted by the National Congress of Black Women in CD1 and a presentation and mock election at the STEM Academy of Hollywood in CD 13 on December 5.

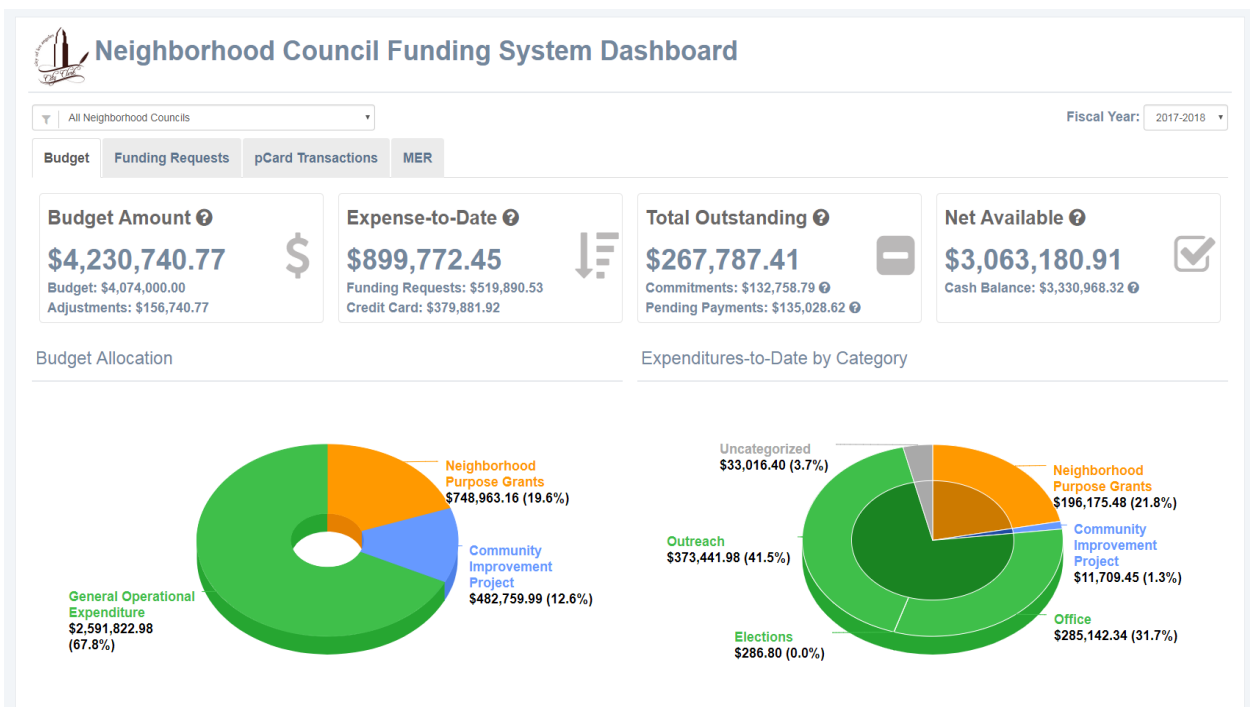
Staff met with Everyone Counts, the online voting vendor for the Neighborhood Council (NC) voting system, at their headquarters on December 8 to discuss system development for additional NCs as well as process improvements.

### Business Improvement Districts (BIDs)

On December 5, the City Council adopted the Ordinances for the reconfirmation of assessments for the Los Feliz Business Improvement District and establishment of the Tarzana Safari Walk Business Improvement District and the 2018 Annual Planning Reports for the Highland Park, Gateway to LA, Lincoln Heights Industrial Zone, and Westwood Business Improvement Districts.

### Neighborhood Councils (NC)

The current NC system expenditure status is highlighted below. As NC Funding finalizes its Treasurer's Handbook this month, it is working to include emergency expenditure options for NCs whose neighborhoods are facing large-scale disasters, such as fires, flooding or earthquakes.





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## **Records Management Archival Activity**

The Records Management Division provided a tour of the City Records Center and City Archives to an archival delegation from Jiujiang Province, People's Republic of China on December 4.

The division assisted the LAPD Legal Affairs Division this week with a review of 170 boxes of police administrative records in response to a public records request from UCLA and the ACLU.

### *Archival Activity*

A private researcher reviewed the Mexican era records relating to the use of local salt and tar pits.

## **Systems**

December 8 marks the City Clerk's launch of the Online Public Records Request portal. The public will be able to search for information and request public records pertaining to this department via the City Clerk web site. Requested records can be tracked online from the beginning to the end. This is another step the department is taking toward a more transparent and responsive City government for the Los Angeles citizens.

Staff is working on adding more user-friendly features to the Neighborhood Council Candidate Filing web application. The new features planned for the next filing cycle will allow for uploading images and image modifications while using the portal interface. During previous filing periods, there was only an upload option for candidate images, which created issues when using mobile devices. The new features will include options to rotate, resize, and crop uploaded images.

## **EOC Support**

The City Clerk provided public information officer support to the Emergency Operation Center (EOC) during this week's hazardous fires and EOC activation.